Iowa Coordinated Student and Staff School Health* Service Program Sample

Our vision is to enhance the educational potential of lowa students and school personnel, families, and communities by ensuring access to a coordinated school health service program. We strive to build a healthy quality of life in lowa and the Nation.

Beliefs

We believe collaboration between education, health, human services, and community organizations and agencies is a shared endeavor to improve life.

We believe optimal health and wellness affects learning and success in education.

We believe the health service program is a component of the coordinated school health program that promotes optimal health and wellness and facilitates the educational process and school improvement.

We believe the student, school personnel, family, and community share the responsibility to assure optimal health and wellness.

We believe the health services program places emphasis on prevention, case finding, early intervention correction, and management of health problems. An equal focus is on health promotion, health counseling, and efforts to assure a healthy safe environment.

We believe the health service program policy and plan includes students, school personnel, families, and community in the development, implementation, and evaluation.

We believe physical, social, and personal environments affect health and education requiring individuals active participation.

We believe the current conceptual framework for school health services is adaptable to future emerging needs in prevention, promotion, and maintenance of school health.

Goals

In agreement with federal, state, and local laws and/or guidelines:

- I. Establish a Board of Education and Administrative district policy for a coordinated school health service program to enhance educational opportunity.
- II. Implement the Board of Education and administrative district policy for a coordinated school health service program plan to enhance educational opportunity.
- III. Collaborate with community private or public agencies, practitioners, and organizations providing health services to support the district school health service program.
- IV. Provide for health education and health counseling with students, school personnel, families and the community, emphasizing prevention and management of health problems, the value of positive personal health practices, and the informed use of health resources.
- V. Coordinate the provision of emergency health care for accidents or acute illness occurring in the school program.
- VI. Provide disease control programs through monitoring health status, and communication with students, school personnel, families, and the community.
- VII. Promote personal and public health practices and the implementation of selected health care services emphasizing prevention of health problems with students.
- VIII. Promote personal and public health practices with school personnel.
- IX. Establish and implement procedures for ongoing evaluation and revision of the school health service program to meet changing needs.

*The World Health Organization defines health as a "state of complete physical, mental, and social well-being, not merely the absence of disease or infirmity."

A Coordinated Health Service Program is one component of a Coordinated School Health Program. School Health Service Personnel include the school nurse, physician, dentist, dental personnel, nutritionist, pharmacist, audiologist, speech-language pathologist, social worker, psychologist, physical therapist, occupational therapist, community health personnel, and others. The professionally prepared school nurse and the school nurse practitioner most often provide the school health service program.

I. Establish a Board of Education and Administrative District Policy for a Coordinated School Health Service Program to Enhance Educational Opportunity.

- A. Establish a Board of Education definition, vision, and goals for the district coordinated school health service program.
 - 1. Establish an advisory committee to develop and suggest policy. Membership including but not limited to students, parents, health professionals, school personnel, school board members, administrators, educators, physicians, school nurses, nutritionists, pharmacists, dentists, and others.
 - 2. Use current educational and health theory as the basis for policy.
 - 3. Assess school health services needs of community and school district to use as the school health service policy basis
 - 4. Use the district vision and goals as the basis of the policy.
 - 5. Establish a district policy on definition, vision, and goals.
 - 6. Evaluate and revise the policy to meet changing needs.
- B. Establish administrative objectives and guidelines for the district coordinated school health service program.
 - 1. Establish an advisory committee to develop and suggest objectives and guidelines.
 - 2. Determine staffing, personnel, and accountability.
 - 3. Establish objectives and guidelines.
 - 4. Develop a timeline to implement the program if necessary.
 - Evaluate and revise the objectives and guidelines to meet changing needs.

II. Implement the Board of Education and Administrative District Policy for a Coordinated School Health Service Program Plan to Enhance Educational Opportunity.

- A. Establish an individual school health record system.
 - Determine school health information content.
 - 2. Determine format.
 - 3. Devise and implement a plan to communicate the need for and use of individual school health records.
 - 4. Provide for confidentiality.
- Establish a total health and developmental assessment to identify school health needs.
 - 1. Establish an individual health and developmental assessment on initial enrollment.
 - 2. Update each assessment periodically.
 - 3. Establish a protocol to maintain the assessment information on the health record.
 - 4. Establish protocol for communication of assessment with school personnel insuring confidentiality.
 - 5. Establish protocol of planning and implementing individual school health plans.
 - 6. Plan a protocol for school personnel to report suspected health problems.
 - 7. Establish a referral process and implement as needed.
- C. Determine the need for and schedule of health appraisal screening including but not limited to cardiac, dental, fitness, growth and development, nutrition, orthopedic, vision, hearing, respiratory, and others.
 - 1. Establish and prioritize specific screening services including but not limited to consequences of condition, treatment, screening test, screener, target population, referral and treatment, cost and benefit ratio, and program maintenance.
 - 2. Establish and adopt standardized pass and fail criteria, that utilize current recommendations.
 - 3. Determine appropriate resources required to implement screening services.
 - 4. Establish procedures for communication of screening results to families and health professionals.
 - 5. Provide community resources information to families for referral follow-up.
 - 6. Establish a method to document follow-up evaluations and needs.
 - 7. Establish evaluation methods of the screening services.
- D. Document the need for individual school health services through individual health records, screening and evaluation results, school personnel observation, and other pertinent data.
 - 1. Develop and individualize special school health needs with the student, school personnel, family, community including the health care provider, and others.
 - 2. Facilitate cooperation and communication between school, family, school personnel, community including the health care provider, and others.
- E. Provide special health services during school activities for students who need the health service to participate in or profit from the school program including but not limited to urinary catheterization, medication, gastrostomy feeding, dressing change, postural drainage, ventilator care, and others.
 - 1. Assess the special health service needs with the student, family, and health care provider including but not limited to the procedure, equipment, evaluation, reporting, and documentation.
 - 2. Develop an individual health plan (IHP) for the implementation of the specific health service.
 - a. Involve student, parent, school personnel, and health care provider in development of the plan.
 - b. Plan the fiscal responsibility including materials and supplies.
 - c. Determine qualifications of the service provider(s).
 - d. Plan training, documentation, supervision, and continuing competency.
 - e. Include a plan to maximize individual independence.
 - 3. Implement the individual health plan.
 - 4. Evaluate the effectiveness of the plan.
 - 5. Include the student outcome health goals and objectives on the IFSP, IEP, or 504 Plan and state the plan location.
- F. Establish a medication administration plan.
 - Establish a district policy and procedure.
 - 2. Determine plan for specific attendance centers.
 - 3. Establish criteria for personnel administering medications.
 - 4. Determine training required and implement training.
 - 5. Determine personnel competency, supervision, and continuing competency.
 - 6. Implement plan for administering medication, recording, and communicating with family and health provider.

- 7. Evaluate plan, implementation, and results.
- G. Monitor and document the frequency and degree of special health service need in each attendance center.
 - 1. Document time, frequency, and type of service.
 - 2. Report the above through the established procedure.
- H. Cooperate with students, school personnel, family, and the community to identify a positive school health environment and positive behaviors to maintain a healthy, safe school environment.
 - 1. Encourage a healthy, safe physical environment.
 - 2. Encourage a well-maintained school environment.
 - 3. Encourage an emotional climate conducive to emotional and developmental well-being.
- Implement child abuse/neglect/sexual abuse/harassment reporting requirements/procedures according to laws.
 - 1. Report suspected child abuse and neglect.
 - 2. Implement a record system to retain and dispose records.
 - 3. Provide training sessions for students and school personnel.
 - 4. Design a plan to provide health services abuse information.

III. Collaborate with Private or Public Agencies and Practitioners Providing Health Services that Support the School Health Service Program of the District including but not limited to Department of Education, Department of Public Health, Department of Human Services, Board of Nursing, Professional Associations, and others.

- A. Identify community health services/practitioners to facilitate referral/follow-up for district school health service program.
- B. Compile information including fee schedules, accessibility, and referral process.
- C. Incorporate cost-effective resources into the school health service program.
- D. Provide appropriate information regarding the school health service policy and procedures.
- E. Provide information to students, families, and school personnel about community health resources.
- F. Participate in intra-community communication to maintain effective knowledge of appropriate resource agencies and personnel.
- G. Ensure confidentiality.

IV. Provide for Health Education and Health Counseling with Students, School Personnel, and Families Emphasizing Prevention and Management of Health Problems, the Value of Positive Personnel Health Practices and Informed Use of Health Resources.

- A. Determine aspects of school health service program appropriate for presentation through didactic, demonstration, and other instructional methods in existing health education curriculum, and assist in establishing coordinated and effective teaching strategies among health services and instructional school personnel.
 - 1. Serve as a resource on health curriculum.
 - 2. Assist in determining the most effective teaching strategies for health instruction.
- B. Provide situationally specific content material to teachers and/or participate directly in classroom activities regarding health information of an individual or public health nature.
 - 1. Identify health education aspects of specific situational health problems as well as current health concerns.
 - 2. Determine persons best qualified to present needed information and arrange for classroom and/or staff presentation.
- C. Provide attendance center administrative, instructional and support staff with appropriate information regarding current concerns of an individual or public health nature. Participate in regular informational and training sessions for school personnel regarding school health service objectives, activities, and outcomes.
- D. Ensure opportunities for school personnel to become knowledgeable and proficient in first aid and life support.
 - 1. Conduct inservice programs for school personnel on first aid and life support measures.
 - 2. Provide updates on a regular basis.
- E. Provide instruction for designated staff to manage individual health problems including but not limited to bus driver, lunchroom personnel, principal, secretary, and others.
- F. Implement a continuing education and information system for all students and school personnel to assist in prevention, early detection, and to increase awareness of health service procedures and their value.
- G. Provide informal health teaching with students, families, and school personnel at each teachable moment during interactions.

V. Coordinate the Provision of Emergency Health Care for Accidents or Acute Illness Occurring in the School Program.

- A. Determine district policy and procedures for the emergency care of individuals experiencing accidents, acute illness, or mental health crises.
 - 1. Define emergency situations.
 - 2. Instruct and review yearly the policy and procedures with all students, school personnel, and parents.
 - 3. Ensure written procedures are available to all attendance centers.
 - 4. Provide written individual emergency health plans as needed.
- B. Ensure personnel, competent in providing emergency care, are available in each building.
 - 1. Identify personnel in each building that are skilled in first aid, CPR, and other life support measures.
 - 2. Identify backup personnel in each building that are skilled in first aid, CPR, and other life support measures.
 - 3. Designate personnel and backup personnel in each building to provide emergency care to all students and personnel.
 - 4. Promote ongoing education and recertification of personnel.
- C. Establish and maintain communication with community individuals and agencies that are potential recipients

of emergency referral from the district, regarding existing policy and procedures.

- 1. Establish the emergency facility and health practitioner to be contacted.
- Establish a system to communicate with facilities and health providers in an emergency including but not limited to the police, fire, disaster, utilities, emergency facilities, and other necessary contacts.
- 3. Access or provide transportation of injured or ill individuals to emergency facilities.
- D. Ensure members of the health service staff know the district natural disaster policy and procedures and are prepared to respond to needs before, during, and after the occurrence.
 - 1. Establish a plan of management of injuries in internal and external disasters.
 - 2. Designate personnel to organize and implement disaster procedures.
 - 3. Arrange for referral and ongoing care of the injured.

VI. Provide Disease Control Programs through Monitoring Health Status and through Communication with Students, Family, and School Personnel.

- A. Ensure that appropriate school personnel have knowledge of laws and administrative code.
- B. Establish district policy and procedure for communicable disease.
 - Ensure recognition of communicable disease by school personnel.
 - 2. Report communicable disease to families and health officials as appropriate.
- C. Provide training to school personnel in recognition of signs and symptoms of communicable disease, and in communication of observations to appropriate school health personnel.
- D. Implement a system of compliance with lowa codes for immunizations, including a data system.
 - Collect immunization record data.
 - 2. Cooperate with officials in immunization documentation.
- E. Identify and disseminate information to community individuals and professional health services agencies that provide immunizations.
 - 1. Maintain a current list of existing resources for obtaining immunizations.
 - 2. Provide information on eligibility and costs.
 - 3. Ensure compliance through direct assistance or referral to community agencies.

VII. Promote Personal and Public Health Practices and the Implementation of Selected Health Care Services Emphasizing Prevention of Health Problems with Students.

- A. Provide individual counseling, regarding personal health practices, health conditions, or diseases, when requested or mutually agreed.
 - 1. Establish appropriate channels for approaching students when need for individual counseling is determined.
 - 2. Coordinate efforts with existing school counseling services and services outside the school when appropriate.
- B. Enhance communication between students, school personnel, and families regarding personal and public health practices.
 - 1. Establish guidelines for reporting to families and/or school personnel of student health practices when appropriate.
 - 2. Maintain confidentiality within the limits of laws.
- C. Implement preventive health care services when appropriate.
 - 1. Review preventive services.
 - 2. Establish a plan for implementation of services when program is desirable.

VIII. Promote Personal and Public Health Practices with School Personnel.

- A. Encourage school personnel to participate in wellness programs.
 - 1. Provide health risk and existing resource information for health risk reduction.
 - 2. Assist school personnel groups in selecting wellness programs.
- B. Increase awareness of school personnel regarding the value of their serving as good role models, to encourage students' practice of positive health habits.
 - 1. Provide information to school personnel regarding their value as role models in health promotion and risk reduction.
 - 2. Maximize opportunities for school personnel to serve as resource persons in the health education curriculum.

IX. Establish and Implement Procedures for Ongoing Evaluation and Revision of the School Health School Health Service Program to Meet Changing Needs.

- A. Conduct studies and research of various aspects of student outcomes as a result of the school health service program.
 - 1. Document student outcomes as a result of the health service.
 - 2. Evaluate the outcomes and make necessary revisions to the program.
- B. Maintain data including but not limited to records, health assessment, health appraisal screening, individual health plans, medication administration, community cooperation, health instruction, health counseling, emergency services, special health services, disease control, health prevention, and others.
- C. Establish methods to document results of referral and follow-up.
- D. Maintain data of the health conditions occurring in each attendance center including but not limited to chronic health impairments (heart disease, attention deficit hyperactivity disorder, convulsive disorder, diabetes, arthritis, etc.), disabilities, injury, disease, nutrition, and hygiene, personal and dental.
- E. Use the health services outcome data to assist the Board, administration, health service staff, attendance center principal, school personnel, advisory committee, community agencies, and consulting professionals to improve the health service program available to students and school personnel.

Adapted from: Healy, A., (Chair) and Committee. (1982). Report of the Ad Hoc Committee on School Health. lowa City, Iowa; Iowa City Community School District. Updated 8/98.